

DELAWARE TRANSIT CORPORATION

POSTING NO 115-2019

POSITION VACANCY POSTING

DATE OF POSTING May 10, 2019

CLOSING DATE May 31, 2019

METHOD OF APPLICATION:     **Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON May **31, 2019**

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POSITION #: XXX

JOB CODE #: \_\_\_\_\_

POSITION TITLE Facilities Technician

PAY GRADE 10     PAY RATE \_\_\_\_\_

PAY RANGE \$31,912- \$39,890  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Sussex County

DEPARTMENT: Facilities  
SECTION: Facilities

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CLASSIFICATION: FULL TIME X

PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM (May Vary)

SCHEDULED DAYS: Monday – Friday (May Vary)

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SUMMARY OF POSITION:

The primary responsibility of the Facilities Technician is to inspect and maintain buildings, property and passenger facilities of the Delaware Transit Corporation through either direct action or through directing and monitoring the activities of outside contractors. Responsibilities include the installation, inspection, adjustment, repair and/or replacement of components, assemblies and equipment in office buildings, maintenance garages and passenger facilities. Also be directly involved with DTC service changes, post & install bus stop notices, bus signs & sign posts. This position will be required to clean bus stop shelters, empty trash cans and work in inclement weather, plow snow and shovel sidewalks. Must be able to respond to emergency calls 24/7 and work weekends when required.

**SEE PREFERRED QUALIFICATIONS ON SECOND PAGE**

**Preferred Qualifications:**

**Please address each Preferred Qualification separately.**

1. Experience in performing basic building improvements and maintenance.

**Applicants must detail all experience in performing basic building improvements and maintenance.**

2. Experience in analyzing operating conditions of buildings, equipment, and passenger facilities.

**Applicants must detail all experience in analyzing operating conditions of buildings, equipment, and passenger facilities.**

3. Experience in the use of hand tools and related equipment.

**Applicants must detail all experience in the use of hand tools and related equipment.**

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JOB DESCRIPTION: AVAILABLE ON-LINE AT [www.dartfirststate.com](http://www.dartfirststate.com)

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EQUAL OPPORTUNITY EMPLOYER

**"Application must specifically address each Preferred Qualification"**

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: [www.dartfirststate.com](http://www.dartfirststate.com)**

# Delaware Transit Corporation

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March 1, 2006

Pay Grade: 10

Job Code: 182

## Facilities Technician

**Summary of Job:** The primary responsibility of the Facilities Technician is to inspect and maintain buildings, property and passenger facilities of the Delaware Transit Corporation through either direct action or through directing and monitoring the activities of outside contractors. Responsibilities include the installation, inspection, adjustment, repair and/or replacement of components, assemblies and equipment in office buildings, maintenance garages and passenger facilities. This position reports to a District Facilities Coordinator.

**Skills: Experienced-based:** Experience in performing basic building improvements and maintenance is required. Experience in analyzing buildings, equipment and passenger facilities for proper operating condition and defects is also required, as well as the ability to utilize hand tools and equipment to maintain these items.

**Skills: Knowledge-based:** The Facilities Technician must have an understanding and knowledge of basic civil engineering principals as applied to the construction and maintenance of sidewalks, curb-cuts and passenger boarding areas. The incumbent must have a working knowledge of ADA requirements as related to transit passenger facilities; ability to operate a motor vehicle and possess a valid driver's license; ability to read and interpret construction drawings and equipment schematics; ability to read and interpret scaled site plan drawings of bus stop locations; ability to prepare detailed sketches of bus stop locations; ability to inspect buildings, equipment and passenger amenities and determine if repairs, adjustments and/or modifications are needed; develop and maintain inventory of transit amenities; working knowledge of standard word processing and spreadsheet computer programs.

**Exercise of Discretion:** Although much of the work is governed by known trade standards or by established maintenance schedules and procedures, the position calls for the exercise of considerable judgment in making decisions when problems arise in the conduct of the work itself, in prioritizing situations based on safety and health concerns and in making decisions quickly and effectively when working with contractors.

**Complexity:** It can be expected that the many duties associated with this position will overlap and interact on a day-to-day basis, and will require the incumbent to develop, follow and adjust work schedules and priorities accordingly.

**Supervision Received:** This position reports directly to a District Coordinator, and will receive additional supervision from other Facilities Department employees, depending on the work location and project. The incumbent is expected to be able to make sound judgments on technical problems and/or know when to seek advice from the supervisor or others.

**Supervision Exercised:** The Facilities Technician has no subordinate employees, but will exercise supervision over outside contractors performing work on various types of Facilities related projects.

**Scope and Impact:** This position is essential to DTC's mission and image through the cleanliness, safety and daily upkeep of all passenger facilities. Maintenance and upkeep of DTC's Operations and Administrative Facilities is essential to support all divisions of DTC.

**Work Contacts:** The Facilities Technician interacts regularly with outside contractors, material and equipment suppliers, various DTC and DelDOT Departments, community groups, property owners and customers. Most of these contacts are routine in nature, but care and sensitivity to the needs and concerns of all individuals is vital to on-going communications.

**Working Conditions:** The Facilities Technician position generally involves duty during normal business hours and workdays, although scheduling problems or emergency situations may require extraordinary hours of work. Work may be conducted at a variety of locations throughout the State that may entail outdoor work, working in unconditioned indoor spaces, or other difficult or uncomfortable circumstances.

	<b>FLSA</b>
	Exempt
°	Non-Exempt